



**MANUAL BAGI MENGEMASKINI  
“PINGAT DAN BINTANG”  
(HONOURS AND AWARDS)**

Personalize [Content](#) [Layout](#) Wednesday, November 28, 2012

1. Klik **"Workforce Development"**

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- Self Service
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- Global Payroll & Absence Mgmt
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- Set Up ELM
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- Change My Password
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- My System Profile

**Welcome**

**Welcome to GEMS!**

***"Towards Excellent, Interactive and Integrated Public Service  
in line with 21st Century's Civil Service Vision"***

For any inquiries, please contact GEMS Helpdesk at +6732382407 or email at [gems.helpdesk@psd.gov.bn](mailto:gems.helpdesk@psd.gov.bn)

**GEMS Help Centre**

Please click [here](#) or on "GEMS Help Centre" link at the top right-hand corner to get help on GEMS functionalities.

**NEW**

**Computer Based Training on Absence Request (Malay Guide):**

- Absence Request (Malay Guide)**

**Discussion Forums**

No Discussions available

**GEMS News**

**NEW Data Bagi Pegawai dan Kakitangan Kerajaan**

Assalamualaikum / Salam Sejahtera,

Bagi pihak Pengurusan GEMS, kami ingin memperkenalkan mengenai proses *Pengesahan Data* di dalam GEMS, yang mana pegawai dan kakitangan kerajaan akan dapat mengesahkan dan memastikan data peribadi dan data perkhidmatan mereka adalah betul dan terkini.

**Quick Links**

<a href="#">My E-mail</a>	<a href="#">My Calendar</a>
<a href="#">My Payslips</a>	<a href="#">My Benefits</a>
<a href="#">My Performance</a>	<a href="#">My Learning</a>
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**Main Menu >** **Workforce Development**

Perform Profile Management and Performance Management, maintain Faculty Events and Career Planning.

 **Profile Management**

Manage profiles and interest lists, search and compare profiles, match competencies to roles, and generate reports.

- Profiles
- [Match Competencies to Roles](#)
- Reports
- [Manage NVQ GBR](#)
- [NVQ Reports GBR](#)

**2. Klik "Profile Managemnet"**

 **Performance Management**

Create and manage performance and development documents.



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## Profile Management

Manage profiles and interest lists, search and compare profiles, match competencies to roles, and generate reports:

- Profiles**
  - Create and manage non-person and person profiles, search and compare profiles, and generate profile reports.
  - [Non-person Profiles](#)
  - [Person Profiles](#)
  - [Interest List By Person](#)
  - [3 More...](#)
- Match Competencies to Roles**
  - Initiate the matching competencies/accomplishments process between employees and roles; Create teams and match team competencies to roles.
  - [Match Evaluation Types](#)
  - [Person to Role](#)
  - [Role to Person](#)
  - [2 More...](#)
- Reports**
  - Generate profile reports.
  - [Competency Inventory](#)
  - [Internal Resume](#)
  - [License/Certificate Renewal](#)
  - [2 More...](#)
- Manage NVQ GBR**
  - Manage NVQ Awards
  - [Enroll NVQ](#)
  - [Track NVQ](#)
- NVQ Reports GBR**
  - Displays NVQ details on-line or via report
  - [NVQs by Employee](#)
  - [NVQs by Qualification](#)
  - [Initiate Plan](#)
  - [5 More...](#)

3. Klik "Profiles"

[Home](#)[Worklist](#)[Add to My Links](#)[GEMS Help Centre](#)[Sign out](#)My Links:  **Menu**

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[Main Menu](#) > [Workforce Development](#) > [Profile Management](#) > **Profiles**

Create and manage non-person and person profiles, search and compare profiles, and generate profile reports

[Non-person Profiles](#)

Create and maintain profiles for jobs, positions and other business entities.

[Person Profiles](#)

Create and maintain profiles for employees, contingent workers and persons of interest

[Interest List By Person](#)

View and maintain Interest Lists for persons

[Interest List By Profile](#)

View and maintain interest list for non-person profiles.

[Approve Profiles](#)

Review and approve non-person and person profiles

[Search and Compare Profiles](#)

Administrator Profile Search

[Syndication Exceptions](#)

Review Profile Syndication Exceptions.

[Training](#)

Identifies training courses taken by employee

[Review Competency Training](#)

Displays courses that will allow employees to acquire a specified competency

[Compare Profiles](#)

Compares a source profile to one or more target profiles.

[Training Summary](#)

Summary of professional training courses

**4. Klik "Person Profiles"**

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### Person Profiles

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value [Add a New Value](#)

EmplID:	begins with	70000001
Profile Type:	begins with	
Name:	begins with	
Last Name:	begins with	
Alternate Character Name:	begins with	
<input type="checkbox"/> Case Sensitive		
<input type="button" value="Search"/>	<input type="button" value="Clear"/>	<a href="#">Basic Search</a> <input type="button" value="Save Search Criteria"/>

5. Masukkan No. Kad Pengenalan Kakitangan di ruang "EmplID"

6. Klik "Klik Search"

No matching values were found.

**6a. \*Peringatan:**  
Jika awda klik "Search" tetapi Terpapar "No matching Values were found", ini adalah bermakna bahawa kakitangan ini tidak mempunyai rekod Pingat dan Kehormatan dan Awda perlu klik "Add a New Value"

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[My Links](#) Select One:[New Window](#)

## Person Profiles

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

**7. Klik "Add A New Value"**

EmpID:	begins with ▼	70000001
Profile Type:	begins with ▼	
Name:	begins with ▼	
Last Name:	begins with ▼	
Alternate Character Name:	begins with ▼	

 Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

No matching values were found.

[Find an Existing Value](#) | [Add a New Value](#)

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## Person Profiles

[Find an Existing Value](#)

[Add a New Value](#)

Profile ID:

**Add**

8. Klik "Add"

[Find an Existing Value](#) | [Add a New Value](#)

My Links Select One: Processing

8a.

**\*Peringatan:**  
Tanda "Processing" akan terpapar setelah menekan "Add"



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### Person Profile

EmpID:   ABDUL RAHMAN BIN ABDUL RAHIM

\*Profile Type:   Person

\*Profile Status:

Status Date:  

\*Description:

Comments:

Profile Actions:  

- Other Qualifications [Government Examination](#) [Driving License](#) [Honours & Awards](#) [Employee Experience](#)
- Language Skills [Education](#) [Primary School Examination](#) [Secondary School Examination](#)

**Other Qualifications (Require Approval)**  
There are currently no Other Qualifications for this profile. Please add one if required.

[+ Add New Other Qualifications](#)

- Other Qualifications [Government Examination](#) [Driving License](#) [Honours & Awards](#) [Employee Experience](#)
- Language Skills [Education](#) [Primary School Examination](#) [Secondary School Examination](#)

**Profile Groups**

[+ Add Profile to Group](#)



9. Klik "Honours & Awards"

[Add](#)

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## Person Profile

EmpID:   ABDUL RAHMAN BIN ABDUL RAHIM

\*Profile Type:   Person

\*Profile Status:

Status Date:

\*Description:

Comments:

Profile Actions:

- [Other Qualifications](#)
- [Government Examination](#)
- [Driving License](#)
- [Honours & Awards](#)
- [Employee Experience](#)
- [Language Skills](#)
- [Education](#)
- [Primary School Examination](#)
- [Secondary School Examination](#)

**Honours Awards (Require Approval)**

There are currently no Honours Awards for this profile. Please add one if required.

[Add New Honours Awards](#)

10. Klik **"Add New Honours Awards"**

- [Other Qualifications](#)
- [Government Examination](#)
- [Driving License](#)
- [Honours & Awards](#)
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**Profile Groups**

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## Person Profile

### Add New Honours Awards

EmpID: 70000001    ABDUL RAHMAN BIN ABDUL RAHIM

Profile Type: PERSON    Person

Add item details. Click OK to apply changes and return. Click Cancel to return. Click Apply and Add continue with adding additional items.

Details			Find   View All	First	1 of 1	Last
*Honours Name:	<input type="text"/>					
Content Type:	HON_AWRD	Honours Awards				
Award Date:	<input type="text"/>					

11. Klik ikon **“Look Up”** untuk mencari nama pingat di ruang **“Honours Name”**

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## Look Up Honours Name

Content Type:

Content Item ID:

Description:

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

### Search Results

View All First 1-55 of 55 Last

Content Item ID	Description
<a href="#">A.P.</a>	<a href="#">ASGAR PAHLAWAN</a>
<a href="#">B.A.N.</a>	<a href="#">BERJASA AMAT NYATA</a>
<a href="#">D.H.P.N.B.</a>	<a href="#">DARJAH PAHLAWAN NEGARA BRUNEI YANG AMAT PERKASA : DARJAH KEDUA</a>
<a href="#">D.K.</a>	<a href="#">DARJAH KERABAT SERI UTAMA YANG AMAT DIHORMATI</a>
<a href="#">D.K.</a>	<a href="#">DARJAH KERABAT LAILA UTAMA YANG AMAT DIHORMATI</a>
<a href="#">D.K.G.</a>	<a href="#">DARJAH PADUKA LAILA JASA KEBERANIAN GEMILANG YANG AMAT CEMERLANG : DARJAH KETIGA</a>
<a href="#">D.K.L.G.</a>	<a href="#">DARJAH PADUKA LAILA JASA KEBERANIAN GEMILANG YANG AMAT CEMERLANG : DARJAH KEDUA</a>
<a href="#">D.K.L.T.</a>	<a href="#">DARJAH PADUKA KEBERANIAN LAILA TERBILANG YANG AMAT GEMILANG : DARJAH KEDUA</a>
<a href="#">D.K.M.B.</a>	<a href="#">DARJAH KERABAT MAHKOTA BRUNEI</a>
<a href="#">D.K.T.</a>	<a href="#">DARJAH PADUKA KEBERANIAN LAILA TERBILANG YANG AMAT GEMILANG : DARJAH KETIGA</a>
<a href="#">D.P.K.G.</a>	<a href="#">DARJAH PADUKA LAILA JASA KEBERANIAN GEMILANG YANG AMAT CEMERLANG : DARJAH PERTAMA</a>
<a href="#">D.P.K.T.</a>	<a href="#">DARJAH PADUKA KEBERANIAN LAILA TERBILANG YANG AMAT GEMILANG : DARJAH PERTAMA</a>
<a href="#">D.P.M.B.</a>	<a href="#">DARJAH SERI PADUKA MAHKOTA BRUNEI YANG AMAT MULIA : DARJAH KEDUA</a>
<a href="#">D.S.L.J.</a>	<a href="#">DARJAH PADUKA SERI LAILA JASA YANG AMAT BERJASA : DARJAH KEDUA</a>
<a href="#">D.S.N.B.</a>	<a href="#">DARJAH SETIA NAGARA BRUNEI YANG AMAT BAHAGIA : DARJAH KEDUA</a>
<a href="#">D.S.S.U.B.</a>	<a href="#">DARJAH SERI UGAMA ISLAM NEGARA BRUNEI YANG AMAT BERSINAR : DARJAH KEDUA</a>
<a href="#">G.S.M.</a>	<a href="#">GENERAL SERVICES MEDAL</a>
<a href="#">P.A.N.B.</a>	<a href="#">DARJAH PERWIRA AGONG NEGARA BRUNEI YANG AMAT SETIA : DARJAH PERTAMA</a>
<a href="#">P.B.L.I.</a>	<a href="#">PINGAT BAKTI LAILA IKLAS</a>
<a href="#">P.H.B.S.</a>	<a href="#">PINGAT HASSANAL BOLKIAH SULTAN : DARJAH KEDUA</a>
<a href="#">P.H.B.S.</a>	<a href="#">PINGAT HASSANAL BOLKIAH SULTAN : DARJAH PERTAMA</a>
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<a href="#">P.K.L.</a>	<a href="#">PINGAT KERJA LAMA</a>
<a href="#">P.K.L.P.B.</a>	<a href="#">PINGAT KERJA LAMA DAN PERANGAI BAIK (TENTERA)</a>
<a href="#">P.L.</a>	<a href="#">PENGULMA LASGAR</a>

**12.** Pilih jenis pingat (yang tersenarai di dalam ruangan *"Honours Name"*)

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## Person Profile

### Add New Honours Awards

EmpID: 70000001 ABDUL RAHMAN BIN ABDUL RAHIM

Profile Type: PERSON Person

Add item details. Click OK to apply changes and return. Click Cancel to return. Click Apply and Add continue with adding additional items.

Details		Find   View All	First	1 of 1	Last
*Honours Name:	<input type="text" value="P.K.L"/>	<input type="button" value="🔍"/>	PINGAT KERJA LAMA		
Content Type:	<input type="text" value="HON_AWRD"/>	Honours Awards			
Award Date:	<input type="text" value="15/07/2012"/>	<input type="button" value="📅"/>			

13. Klik **"Calendar"** pilih tahun perayaan hari keputeraan diadakan, bulan July dan hari 15hb. E.g. 15/07/2012

14. Klik **"Ok"**

**14a.**  
**\*Peringatan:**  
Jika yang awda hendak memasukkan melebihi daripada satu kelulusan lain, awda perlu klik **"Apply and Add Another"**

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## Person Profile

EmpID: 7000001      ABDUL RAHMAN BIN ABDUL RAHIM

Profile Type: PERSON      Person

\*Profile Status: Active

Status Date: 17/12/2012

\*Description: Person Profile

Comments:

Profile Actions: .Select Action...

**14b\*Peringatan:**  
Paparan nama pingat yang diterima setelah dikemaskinikan

- [Other Qualifications](#)   [Government Examination](#)   [Driving License](#)   Honours & Awards   [Employee Experience](#)
- [Language Skills](#)   [Education](#)   [Primary School Examination](#)   [Secondary School Examination](#)

▼ Honours Awards (Require Approval)   Find | View All | First 1 of 1 Last

Honours Name	Award Date
<b>PINGAT KERJA LAMA</b>	15/07/2012

[Add New Honours Awards](#)

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▷ Profile Groups

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## Person Profile

EmpID: 70000001 ABDUL RAHMAN BIN ABDUL RAHIM

Profile Type: PERSON Person

\*Profile Status: Active

Status Date: 17/12/2012

\*Description: Person Profile

Comments:

Profile Actions: .Select Action... Go

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▼ Honours Awards (Require Approval) Find | View All | First 1 of 1 Last

Honours Name	Award Date
PINGAT KERJA LAMA	15/07/2012

+ Add New Honours Awards

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Profile Groups

+ Add Profile to Group

Save

Submit

Cancel



Return to Search

Add

My Links Select One:

Processing

15a.

\*Peringatan:  
Tanda  
"Processing"  
akan  
terpapar  
setelah  
menekan  
"Save"

15. Klik "Save"

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## Person Profile

EmpID: 7000001 ABDUL RAHMAN BIN ABDUL RAHM

Profile Type: PERSON Person

\*Profile Status: Active

Status Date: 17/12/2012

\*Description: Person Profile

Comments:

Profile Actions: .Select Action...

★ 1 item(s) saved

Other Qualifications [Government Examination](#) [Driving License](#) [Honours & Awards](#) [Employee Experience](#)  
[Language Skills](#) [Education](#) [Primary School Examination](#) [Secondary School Examination](#)

Other Qualifications (Require Approval)

There are currently no Other Qualifications for this profile. Please add one if required.

[Add New Other Qualifications](#)

Other Qualifications [Government Examination](#) [Driving License](#) [Honours & Awards](#) [Employee Experience](#)  
[Language Skills](#) [Education](#) [Primary School Examination](#) [Secondary School Examination](#)

Profile Groups

[Add Profile to Group](#)



My Links

15b.

**\*Peringatan:**  
Pastikan tanda  
"Saved"  
terpapar setelah  
menekan  
"Save"

16. Klik "Submit"



**Menu**

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- ▾ Global Payroll & Absence Mgmt
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## Person Profile

### Summary of Changes

ABDUL RAHMAN BIN ABDUL RAHIM

This page shows a summary of all the changes that you made. For items requiring approval, enter comments for the approver.

Profile Type: Person

▾ Changed Honours Awards (Require Approval)		
<a href="#">Find</a>   <a href="#">View All</a>   <a href="#">First</a>   1 of 1   <a href="#">Last</a>		
Disposition	Honours Name	Award Date
Add	<a href="#">PINGAT KERJA LAMA</a>	15/07/2012

Comments:

17. Klik **“Submit”**

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- Self Service
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## Approvals


✓ The profile has been submitted for review and approval.

Items that do not require approval will appear on the profile immediately.  
Items that do require approval will be routed to the approver for review.

Approval Routing

**No approvals required**



 [Return to Search](#)

 [Add](#)

**18. Klik "Ok"**